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## St. Petersburg College

Position Title: SVP, Student Services

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	M	Student Services Management	Senior Student Services Vice President

**Job Summary for Positions in this Classification**

This is the fourth of four levels in the Student Services Management series. The classification is responsible for the overall management of the College-wide student services functions. Incumbent will set the strategic direction for student services at the College. Incumbents will develop the overall goals, policies, objectives; determine the strategy for overall student services. Incumbents will determine the overall budget and allocate resources to specific departments, programs, and functions.

**Typical Essential Duties for Positions in this Classification**

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
1.	Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%
2.	Provides overall management and development of operating and capital budgets for assigned departments; prepares cost estimates for budget recommendations; controls and approves expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.	Daily 20%
3.	Formulates and interprets policies and procedures, ensuring compliance with applicable program, local, State, and Federal laws, and established criteria.	Daily 30%
4.	Provides leadership in the design, development, strategy, implementation, and assessment of goals, policies, objectives, and activities related to student service functions. Develops long-range strategies and goals.	Daily 20%
5.	Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned area on committees, advocacy groups, and/or related groups. Negotiates and manages contracts with external parties as necessary.	Daily 20%
6.	Performs other duties of a similar nature or level.	As Required

**Position-specific assignment within typical essential duties**

- Directly supervises all Provosts;
- Responsible for enrollment management, central records;

- Responsible for collegewide recruitment and retention of students;
- Member of Critical Incident Management Team to coordinate and student issues;
- Coordinates student activities college-wide and develops the student activities budget;
- Oversees and resources the college's intercollegiate athletics program with general counsel's input;
- Provides oversight and direction for special educational and student services programs such as the Title III grant, Student Support Services, Central Records, Enrollment Management, College Reach Out Program, Women on the Way, Male Outreach Initiative, and the Office of Services for Students with Disabilities;
- Coordinates the activities and training of associate provosts and other entities related to college academic policies and student affairs;
- Participates in planning of college instructional facilities;
- Serves as college representative in student affairs with local, state, and federal agencies;
- Handles staff grievances under immediate supervision;
- Handles student grievances college-wide and ensures students are treated fairly during disciplinary proceedings;
- Serves on the Pinellas County Education and Articulation Committee to facilitate Dual Credit, Early Admissions, and articulation from vocational and secondary education programs;
- Oversees Lifelong Learning and College for Kids programs;
- Directs the activities of the PeopleSoft Student Administration System Support team.

**Educational Requirements\***

Earned doctorate degree in a related field to assigned area.

**Experience Requirements\***

10 (ten) years experience, including five (5) years top level administrative experience in student affairs area.

**Licensing Requirements**

None.

**Knowledge, Skills, and Physical Requirements****Knowledge:**

- Leadership principles;
- Advanced principles and practices in assigned area of responsibility;
- Program development and administration principles and practices at a College-wide level;
- Higher education institutional operations, structures, policies, and practices;
- Strategic planning principles;
- Budgeting principles;
- Public relations principles;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Computers and related software applications.

**Skills:**

- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing, managing, and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Developing long-term strategic plans;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;

- Prioritizing and assigning work;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Evaluating statistical data, ensuring data sufficiency;
- Implementing public relations initiatives;
- Mediating conflict;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** Jun 20, 2013